



eOPF Quick Reference

For Employees

Subject: Online eOPF Self Service Feature for Password and Logon ID Retrieval

Using the Self Service eOPF ID and Password Feature

To access eOPF, the user will need an eOPF ID and password. If the user has forgotten one or both of these they may obtain new ones by using the eOPF Self Service feature. Using this self service feature in eOPF, a user does not need to contact the eOPF Help Desk or an agency HR Servicing Officer for a User ID or password reset in eOPF. This saves time and allows quick access to the eOPF.

Please Note: If the user has not previously logged onto eOPF and answered the challenge security questions then the user must have a valid agency e-mail address to receive their ID and temporary password information through this self service feature. If the user does not have a valid e-mail address they will need to contact the Help Desk for assistance.


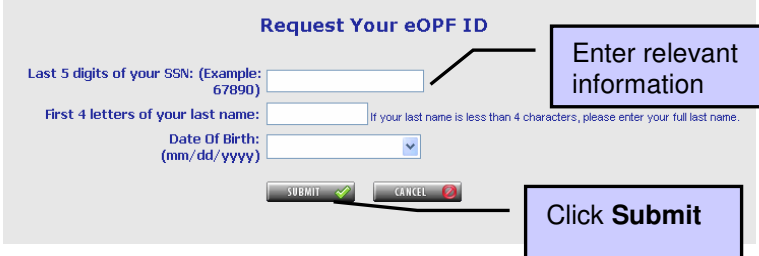
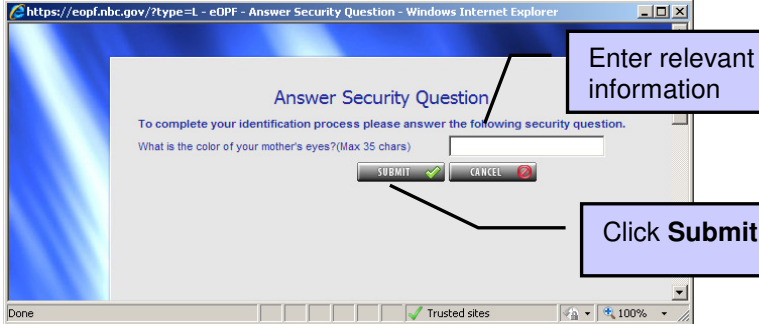
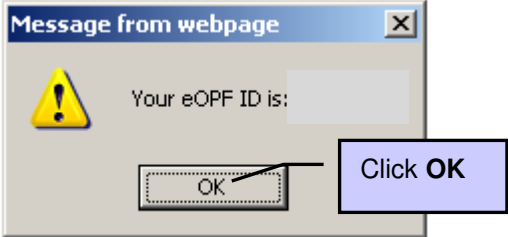
This Quick Reference document on Self Service eOPF ID and Password Reset consists of two sections:


Part 1: Obtain Your eOPF ID

Part 2: Reset Your eOPF password


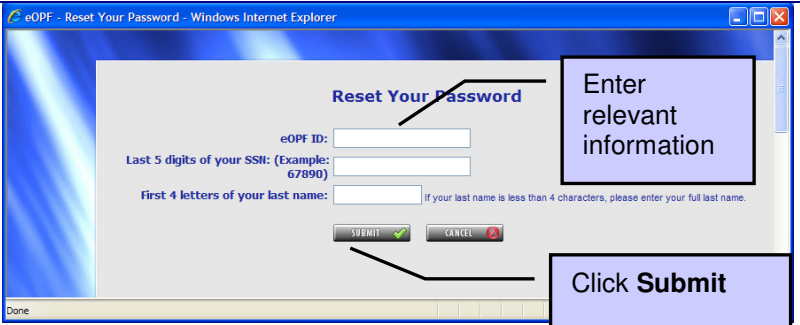
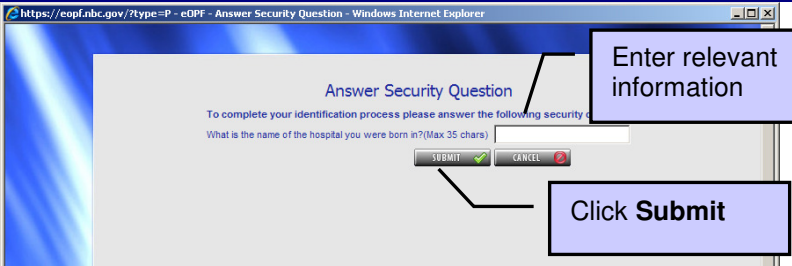
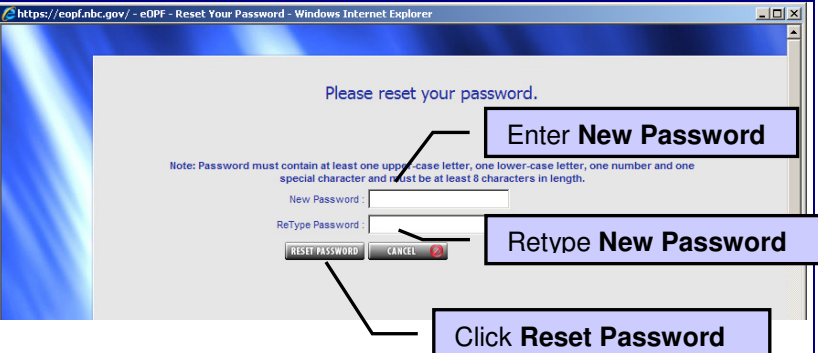
The user can use one or both of these features as their situation requires.

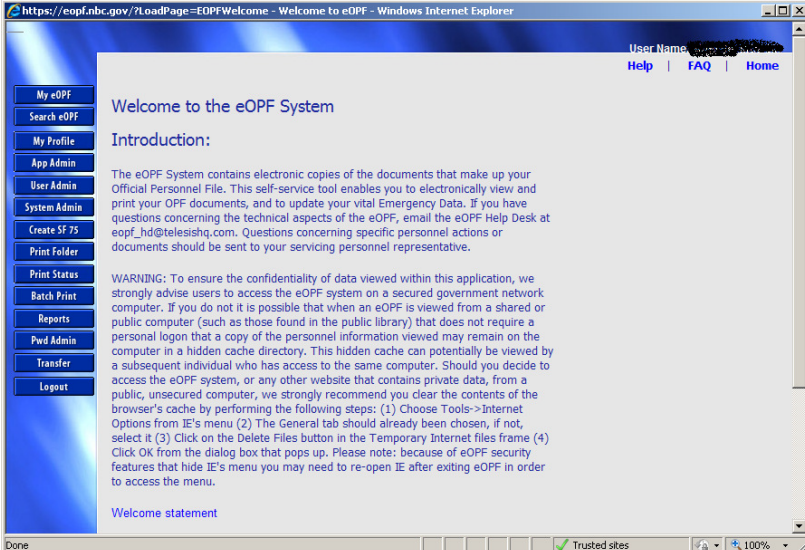
Part 1: Obtain Your eOPF ID

Step	Action
<p>1. Access your specific agency eOPF URL - <a href="https://eopf.nbc.gov/<Agency>/">https://eopf.nbc.gov/<Agency>/.</p>	
<p>2. From the eOPF Web Logon page, click Forgot your eOPF ID?</p>	
<p>3. From the Request Your eOPF ID screen, enter the</p> <ul style="list-style-type: none"> • last 5 digits of your SSN • first 4 letters of your last name • your date of birth (mm/dd/yyyy) <p>Click Submit.</p>	
<p>4. In Answer Security Question screen, enter appropriate response.</p> <p>Click Submit.</p>	
<p>5. You see a message that provides your current eOPF ID.</p> <p>Click OK.</p>	

Step	Action
<p>6. The eOPF ID screen is displayed showing again your current eOPF ID.</p> <p>Click the link to return to the eOPF Logon page.</p>	

Part 2: Reset Your eOPF Password

Step	Action
1. From the eOPF Logon screen, click Forget your Password?	
2. From the Reset Your Password screen, enter your: <ul style="list-style-type: none"> eOPF ID last 5 digits of your SSN first 4 letters of your last name Click Submit .	
3. In Answer Security Question screen, enter appropriate response. Click Submit .	
4. You will be prompted to reset your password. Enter: <ul style="list-style-type: none"> your new password which must conform to the security guidelines re-enter your new password to confirm Click Reset Password .	

Step	Action
5. That's it! You're in eOPF. From the eOPF Welcome Screen, you may view your entire eOPF by clicking My eOPF , or search for specific documents within your eOPF by clicking Search eOPF . Additionally, you may change your eOPF preferences by clicking My Profile .	

Need Assistance?

For technical assistance, select the **Help** button from the upper right corner of any eOPF screen, or contact the eOPF Help Desk:

Email: eopf_hd@telesishq.com

Phone: 1-866-275-8518